



Family and Security Procedures Handbook/ Reopening Procedures

For 2020-2021 School Year

*Policies and procedures may be updated by the school during the course of the year.
The School will make an effort to keep you posted of such changes.
Notifications may come via email or notes sent home with your child.*

Updated: July, 2020

***"Free the child's potential, and you will transform him
into the world. "***

Maria Montessori

July 14, 2020
22 Tammuz 5780

Dear Parents:

Please take this time to familiarize yourself with the new policies and procedures that were implemented during our Summer session. We have included the new COVID reopening procedures implemented and the family/security procedures.

Our revised COVID 19 policies and procedures are according to applicable guidelines, regulations, and requirements set by the California Department of Social Services, the California Department of Public Health, the Orange County Health Department, the California Department of Education, and the Centers for Disease Control. We will keep the parent body informed of any changes to these policies.

As always, we will continue to share updated information with you through emails, texts, social media and Beth Jacob. Before we reopened, the staff was trained on all new procedures and local and state health department orders/guidelines, to ensure we provide a healthy and safe childcare environment. Please note that policies and guidelines are continually evolving. We will share with the Olam community all new licensing requirements for childcare centers to help you transition back to school.

Thank you in advance for your continued support, cooperation, and patience as we transition into a new school year with current policies and procedures. Should you have any questions, please email Dawn at director@olamjewishmontessori.com.

May HaShem continue to bless us with health and a secure and safe community.

Warm regards,

Dawn Kreisberg
Early Childhood Director

COVID 19 Revised Procedures:

1. Child Immunizations must be up to date by August 3, 2020. Please check with your pediatrician and email new forms to Dawn (director@olamjewishmontessori.com).
2. Please review the new Supply List and bring supplies to school on July 6th. Note that bedding must be in a separate bag from clothing. See attached supply list.
3. All parents and caregivers must wear a mask while on campus, no exceptions.
4. **New Drop-Off and Pickup Procedures:**
 - We will implement new sign-in and sign-out procedures. Parents will continue to sign in and sign out each child(ren) but will do so at the front gate instead of bringing the child(ren) into the building. Two tables will be set up outside the building—one table for Infants and one table for Preschool. Parents with children in both the Infant and Preschool program will be required to sign both sheets.
 - Parents will meet at the facility entryway for pick-up and drop-off of children whenever possible.
 - Staff will greet parents at the front gate, collect lunches, supplies, and bedding. For everyone's safety, each child will have his/her temperature checked before coming into the school. Teacher will take parent's and the child's temperature. If the parent has a temperature, you will be asked to take your child home. If the child has a temperature of 100.4 or higher, parents will be asked to take the child home. If the child has no temperature, the teachers will escort each child into his/her classroom.
 - Pickup will follow the same procedure—teachers will bring children to the front gate for parent pick up and parents must sign out children from the Infant and Preschool program as necessary. Staff will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
 - All Parents and Caregivers meet at the entrance for pick-up and drop-off of children whenever possible.
 - Pens will be provided and sanitized in the morning and afternoon.
 - All visits should be as brief as possible.
 - If parents or caregivers must enter the building or classroom, they will do so one person at a time to allow for social and physical distancing.
5. All individuals—parents, staff, children—will be screened for COVID-19 symptoms. Anyone exhibiting symptoms of COVID-19 will not be allowed into the building.
6. Hand sanitizers will be available and out of the reach of children, near all entry doors and other high traffic areas.
7. Social and physical distancing will be practiced as outlined below.
8. Revised teacher-to-child ratios will be implemented as outlined below.
9. Revised Olam Environment procedures, including changes to classrooms, meal times, bathrooms, personal items, and napping as outlined below.

New Guidelines:

We adhere to the local public health department orders, guidelines, and safety procedures, including those from the California Department of Social Services, California Department of Public Health, California Department of Education, and Centers for Disease Control. The California Department of Social Services has issued the following guidelines for daycare and childcare facilities (https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf):

Social and Physical Distancing

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally requires maintaining six feet of distance between every individual, as much as possible. The California Department of Social Services recommends the following guidelines for childcare facilities:

- Children will remain in groups as small as possible not to exceed ratio and capacity requirements. It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.
- Open windows to ventilate facilities before and after children arrive.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Utilize creative methods (using yarn, masking tape, or other materials) for children to create their own space.

Teacher to Child Ratio & Group Size Guidance Child Care Centers

We must adhere to the following teacher/child ratios and group size guidelines from the California Department of Social Services outlined below for prevention, containment, and mitigation measures. We will follow the group sizes, unless more restrictive group sizes are required by federal, state or local authorities. Note that the group sizes below do not include the teacher.

- Infant Program: We will adhere to a 1:4 ratio within a group, with a maximum group size of 8 children.
- Preschool Program: 1:10 ratio within a group, with maximum group size of 10 children.

Screening for Symptoms

Per State guidelines, **we will exclude from our school any child, parent, caregiver, or staff showing symptoms of COVID-19.**

Olam will implement screening procedures for all staff, parents, and children. We will ask you or caregivers if any individuals within your family have any of applicable COVID-19 symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours) – that you, or someone in your homes, might have. Teachers will ask individuals if they have had any exposure to another individual with suspected or confirmed COVID-19 cases. As a daily best practice, it is recommended to document and track all known incidents of possible exposure to COVID-19.

Summary of New Procedures for Olam Staff and Parents:

- Staff will take the child’s temperature before arrival in the morning with a no-touch thermometer. The thermometer will be sanitized with an alcohol wiped after each use.
- Anyone with a temperature of 100.4°F/38°C or higher must be excluded from the facility.
- Olam Staff will be trained about the new screening procedures and notify parents or caregivers. Parents will screen themselves and children daily, prior to coming to school. Parents and caregivers must also notify Olam if children have taken any fever-reducing medications in the prior 24 hours.
- We will monitor staff and children throughout the day for any signs of possible illness.
- If a staff member or child exhibits signs of illness, we will follow procedures for isolation from the general room population and parents/caregiver will be notified to pick up the child.
- Staff will be wearing masks.
- Parents and caregivers must wear masks while on campus.

Summary of New Procedures for Olam Environment:

Classroom

- We will implement and enforce strict handwashing guidelines for all staff and children.
- We will post signs in restrooms and near sinks that convey proper handwashing techniques.
- We will implement procedures to frequently clean all touched surfaces.
- We will have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.
- We will limit the amount of sharing.
- We will offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- We will plan activities that do not require close physical contact between multiple children.
- We will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- We will designate a tub for toys that need to be cleaned and wiped after use.

Meal Times

- We will set up more tables so the children can spread out and we will use name cards to ensure adequate spacing of children.
- We will practice proper hand washing before and after eating.
- We will use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.
- We will clean and disinfect trays and tables after meals.
- We will avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.

Bathroom

- We will reinforce healthy habits and monitor proper hand washing (wash hands for 20 seconds and will use paper towels to dry hands thoroughly).
- We will sanitize the sink and toilet handles before and after each child's use.
- We will continue to teach children to use a tissue when using the handle to flush the toilet.

Personal Items

- All personal items will be kept in a separate bag to ensure that each child's personal items are kept separate from others.
- During this time, personal toys should be kept at home until further notice.

Napping

- We will space cots 6 feet apart from each other.
- We will arrange the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.

We will also implement the following strategies to teach children about social distancing and proper personal hygiene (guidelines from the California Department of Social Services):

Talking to Young Children about Social Distancing:

- Use strategies to model and reinforce social and physical distancing and movement.
- Use carpet squares, mats, or other visuals for spacing.
- Model social distancing when interacting with children, families, and staff.
- Practice Role-play what social distancing looks like by demonstrating the recommended distance.
- Encourage frequent verbal reminders to children.
- Create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.

Practice Healthy Hygiene

- Teach, model, and reinforce healthy habits and social skills.
- Staff will explain to children why it's not healthy to share drinks or food, particularly when sick.
- We will practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds).
- Continue to teach children to use tissue to wipe their nose and to cough inside their elbow.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

FAMILY/SECURITY PROCEDURES 2020-2021

Olam Jewish Montessori Preschool/Infant Toddler Program of Beth Jacob

"חנוך לנער על-פי דרכו, גם כי יזקין לא יסור ממנה" (משלי כ"ב, ו')

Proverbs 22:6

"Educate each child according to his own way, and even when he is old, he will not depart from it"

Welcome to Olam Jewish Montessori Preschool of Beth Jacob (referred to throughout as "Olam Jewish Montessori," "Preschool," or "School" and thank you for entrusting us with the well being of your children. Integrating the Montessori educational philosophy and weaving the rich cloth of our Judaic heritage, children learn how to celebrate and observe the Jewish holidays, increase Hebrew language skills, understand the meaning of *mitzvot* and *middot*. The word *Olam* in Hebrew means *world*, which is derived from the root "*alam*" meaning hidden or concealed. Together as your partner we will strive to motivate your child to unlock that hidden potential within him or her and create a warm, caring and loving community.

Philosophy:

The founders of Olam Jewish Montessori believe that each and every child is special and unique, and deserves the opportunity to reach his or her full potential. We consider it a privilege to serve your children while instilling in them a sense of independence and self-reliance. Our goal is to infuse each child with a passion for learning, a sense of curiosity and a feeling of *menschkeit* within a happy environment based on the teachings of the Torah. We strive to attend to the emotional, physical and spiritual needs of every child.

Mission Statement:

"Prepare future Jewish generations by providing an education based on critical thinking, empathy and Tikun Olam"

Montessori Approach:

The Montessori method of teaching is based on the philosophy of Italian educator and physician Maria Montessori (1870-1952) and recognizes the child's natural desire to learn from his or her environment. According to Dr. Montessori "education is a natural process spontaneously carried out by the human individual, and is acquired not by listening to words but by experiences upon the environment." She observed that young children learn best in an environment that allows for hands on experiences in which the child practices using his five senses. The teacher acts as a link between the child and the classroom environment, which is designed using child-sized and developmentally appropriate activities that can be

done individually or in small groups. Freedom of choice in the classroom, allows the child the liberty to choose an activity to work on what he or she is naturally drawn to. The educational materials found today in a Montessori classroom allow children to develop the tools needed for creative learning as well as stimulate mental and manual agility. Made from real materials such as wood, the Montessori activities are child sized and aesthetically pleasing. Each activity is designed for multi-level learning, allowing the child to progress at his or her own individual pace. Maria Montessori believed that learning should occur naturally and joyfully at the proper moment for each individual child.

The Montessori classroom is comprised of multi-aged groups of children where younger children can learn from older peers and older children, in turn, can act as leaders creating a cooperative community of learners. The development of the mind of a young child is quite an amazing journey to follow. Each child is an individual. Children are curious about themselves and their surroundings. Our Program is designed to reinforce their inquisitive behavior and provide the basic tools of learning without distorting their individual lifestyle. Our aim is to support each child's individual growth pattern while building character, independence, respect for others and respect for self.

Our goals are to help the children develop healthy attitudes about themselves and others; to become self-disciplined; to develop an awareness of the world they live in, so they will be prepared to live in the larger world; and to develop the skills necessary for positive experiences in learning. Our challenge is to facilitate learning and to challenge each child at his own developmental ability.

Your child is ready to learn something new every day. Our responsibility is to recognize that through observation and professional assessment and provide opportunities for advancement. Our program is based on a well-planned, structured learning environment which includes all areas of infant and toddler care and extended day curriculum. We will use activities and learning games to aid the child in gaining experience in language development, pre-reading, number comprehension, number usage, art and craft activities, motor development, music enjoyment and participation, science appreciation and social/community

Being a childcare provider - whether you're a parent, teacher, or other daycare professional - is a demanding but rewarding job. From the moment you enter the Infant Toddler program you will feel why it's the right place for your child.

Our teachers are warm, nurturing and knowledgeable in the field of Early Childhood Education. The environment is safe and friendly. Children are placed in their group based on age, development, and/or special needs as determined by the teachers.

A typical day has six distinct segments that balance:

LEARNING and PLAY
STRUCTURE and CHOICE
GROUP ACTIVITIES and INDIVIDUAL EXPLORATION

The daily schedule is important so the children know “what will happen next”. Many activities are offered and the emphasis is always on active involvement, creativity, and exploration.

Language Development

We are here to listen, to encourage, and to help your child discover success through communication. Children are encouraged to use words to express their needs and to solve problems.

Literature, Pre-Reading and Reading

As your child listens to a story, he/she is forming concepts, which is basic to intellectual growth. Discussion of the reading is almost as important as the reading itself. As the children share their reactions to the reading, answer questions, they gain a sense of understanding and practice their verbal skills.

Mathematics

Your child deals with colors, numbers, shapes, and related mathematical concepts daily. We will work on his/her knowledge of numbers and numeration, larger than, smaller than, more, less and other concepts.

Social Skills

To be successful in our society, certain skills are necessary and can be developed at an early age. Through play, learning and following a daily routine we help your child to develop the skills of decision making, critical thinking, independence, self-acceptance, and respect for authority.

Science

In the early years, there is a thin line between fantasy and reality. When we help a child reach reasonable conclusions by demonstrating cause and effect, we reinforce his or her understanding of the real world.

Creative Art

Children learn through play. Early artistic experiences can be an ideal vehicle to nurture and support your child's growing mind and body. In the overall development of young children, the creative arts can be as important as the more academic skills we often associate with school, such as science and math.

Music and Movement

Music for children includes many opportunities to explore sound -- through singing, moving, listening, and playing instruments -- as well as introductory experiences with music from a variety of cultures and style.

Application and Enrollment Procedures:

Infant and Preschool Application and Enrollment:

Enrollment is open to any child twelve (12) weeks to six (6)- years of age, provided the child will benefit from the program offered and not pose a threat to the health, and/or safety, of other enrolled children or our staff. Enrollment priority is generally given to re-enrolling families, siblings of children currently enrolled, Beth Jacob members and Non-Beth Jacob members in that order. Applications for all children must be submitted with a non-refundable fee and deposit as specified in the Enrollment and Financial Agreement.

Enrollment and Tuition: (2020-2021)

School enrollment is from **August 31st- June 4th, 2021**. Upon acceptance to our program, the following forms must be turned into the office prior to the first day of school:

- Enrollment/Financial Agreement
- Identification and Emergency Information – Lic 700
- Physician’s Report – Lic 701
- Child’s Preadmission Health History- Lic 702
- Person Rights – Childcare Center- Lic 613A
- Consent for Emergency Medical Treatment- Lic 627
- Child Care Center Parents Rights-Lic 905
- Notification of Parents Rights- Lic 995
- Caregiver Background Check Process- Lic 995E
- Consent Form – Social Media
- OJM Signature Page
- Tuition Express Parent Application
- Family and Security Procedure Acknowledgement Form – Back Page

Initial Visit:

Prior to applying for admission, we ask that the parents and child visit and spend time to allow the child to explore the school environment. During this time, the parents and the Early Childhood Director can discuss the preschool’s curriculum, and philosophy, the particular needs of the individual family and whether the program meets the child’s needs.

Infant Tuition and Hours:

Infant and Toddler program hours are from 8:00-6:00 pm. This is a 12 month/full time program. There is an annual enrollment and re-enrollment fee of \$250 (for BJ members) or \$300 (for BJ non-members) per family.

Tuition payment: (Select one of the three options)

1. Single annual payment;
2. two (2) semi-annual payments;
3. 12(12) monthly payments. Please refer to the Enrollment and Financial Agreement for details on payment schedules for each option. Late payments/ returned checks will result in a \$25 handling fee.

*Please consult the **Enrollment and Financial Agreement** for more information applicable to the Tuition and Fee payments. The Enrollment and Financial Agreement is hereby incorporated by reference and to the extent that any term herein is in direct conflict with the Enrollment and Financial Agreement, then the terms of the Enrollment and the Financial Agreement shall govern.

**Monthly Security Fee:
\$195 one child/ \$275 family rate**

Tuition and Preschool Hours:

Olam Jewish Montessori determines fees for tuition on an annual basis. There is an annual enrollment and re-enrollment fee of \$250 (for BJ members) or \$300 (for BJ non-members) per family.

Tuition payment: (Select one of the three options)

4. single annual payment;
5. two (2) semi-annual payments;
6. ten (10) monthly payments. Please refer to the Enrollment and Financial Agreement for details on payment schedules for each option. Late payments/ returned checks will result in a \$25 handling fee.

*Please consult the Enrollment and Financial Agreement for more information applicable to the Tuition and Fee payments. The Enrollment and Financial Agreement is hereby incorporated by reference and to the extent that any term herein is in direct conflict with the Enrollment and Financial Agreement, then the terms of the Enrollment and the Financial Agreement shall govern.

**Monthly Security Fee:
\$195 one child/ \$275 family rate**

The Half and Full Day Programs are available either three or five days per week. The Full Day Plus Program is offered as a Five-Day Program only.

Sibling Discount:

A 5% discount off the Preschool tuition will be given to families with more than one child enrolled concurrently.

Daily Policies and Procedures

Admissions:

Applications are welcomed from all Jewish families within the greater Jewish community. Our staff considers all applications, to determine if our program can meet the child's specific needs and developmental goals. Parents/legal guardians and the child must meet with our staff in person at the Preschool facility before admission can be approved. Priority enrollment is given to members of Beth Jacob Congregation of Irvine. All other children will be admitted on a first come, first served basis upon the opening of registration each year. Space permitting, a child can enroll in the program at any time during the school year. Registration is dependent on the receipt of all appropriate forms and fees.

Arrival and Dismissal Protocol: FOLLOW COVID 19 PROCEDURES

Parents ,or designated person(s) as indicated on the student ID page (LIC 700), must accompany children directly to a teacher and sign them in and out each day without exception, as specified by California State Licensing. When dropping off your child, please allow time to communicate to the teacher any information pertinent to your child's day, or email ahead of time. **Please refrain from cell phone use during drop off and pick up.**

AS PER CALIFORNIA STATE LICENSING, YOU ARE REQUIRED TO SIGN A FULL LEGAL AND LEDGABLE SIGNATURE (NOT INITIALS), IN BLUE OR BLACK INK. A \$50 FINE can be imposed for failure to do so. Under no circumstances may a parent leave a child at the Preschool: (1) Prior to opening; (2) Prior to the child's scheduled arrival without the prior approval of the Preschool Director; or (3) Without making sure that the child has been properly received by a teacher. **No parents or children are allowed in the classrooms or outdoor environments before or after school without staff present and notifying the Preschool Director.**

A \$25 late fee will be charged to parents for each fifteen (15)-minute increment that they are late to pick up their child. Children will not be released to any person (including parent or guardian) who appears to be under the influence of drugs or alcohol. In case of an incident such as this an emergency contact will be called. If there are special custody arrangements for your child, you must provide the School with court papers indicating who has permission to pick up your child.

Attendance/Absences:

In order for the child to benefit the most from the preschool experience, we strongly encourage consistent and punctual attendance in the classroom. **It is important to have your child arrive to school by 8:00(infants)(Preschool)8:30 a.m. so that he/she is participating in all morning activities.** Please notify the early childhood office, the Preschool Director, and /or the child's teachers by telephone, text message, and or/email in the event your child will be absent or will be arriving at school after the program has already started for the day. Credits will not be given on days the child is absent from the Preschool, including, but not limited to, sick days or vacation time. There are no tuition reductions or make-up days due to absences, vacations or holidays.

Child must attend on their scheduled days and may not substitute one day for another unless you have prior approval from the Preschool Director. Approval must be within the same week.

Behavior Responsibility:

Self-discipline is the key to a child's success. When self-control comes from within the child and is not imposed externally it is a lasting discipline. Freedom of activity is of paramount importance in a Montessori classroom. However, children are taught that the rights of others need to be respected at all times and their behavior needs to be aligned with this expectation. At Olam Jewish Montessori discipline will be carried out in a manner consistent with the Montessori Philosophy that preserves the self-esteem of the child, promotes the development of his or her own self-discipline, and respects the rights of the whole classroom community. Children's behavior will be redirected in a firm but positive manner. Should a serious incident arise, children will be removed from the classroom and parental intervention may be deemed necessary. At any time, the school may request that the child be withdrawn from the program if behavior is consistently unacceptable.

Birthdays:

Birthdays are special moments in a child's life, and we would be honored to celebrate this milestone with your child in our classroom with a birthday circle and a **special simple, kosher snack brought in by the family**. Please be advised that the snack brought in must be pre-packaged, certified kosher and cannot be home made. Please consult with your child's teacher to plan your choice of snack in advance and check whether any ingredients need to be avoided due to an allergy issue. If you would like to sponsor an event/program in honor of your child's birthday, please contact Dawn Kreisberg at director@olamjewishmontessori.com.

We look forward to celebrating this Simcha (celebration) with you and your child. Birthday invitations can be distributed to the class on your behalf as long as: the whole class is invited; the event does not fall on Shabbat or a Jewish holiday; and kosher food is served at the party.

Biting:

Biting is never an accepted behavior, however, it may happen when children participate in group care. Children bite for many reasons including the development of autonomy, communication, frustration and oral stimulation. Biting occurs when children are frustrated as well as excited. When biting does occur, the teacher helps the child that is bitten as well as attends to the child who did the biting. The bite is washed and ice applied, while reassuring and comforting the child who was bitten. When responding to the child that bit, we let him/her know, in an age-appropriate manner, that biting hurts and it is not okay. All parents concerned and the director are notified and an incident report is filled out. We have a 3-bite policy and then the child is sent home. We document the incident to determine whether there is a pattern and take further action if necessary.

Classroom Visitations:

For the safety and security of all our children, parent must first contact the director if they wish to visit any classroom. The director will make arrangements with the teacher for a time that is mutually convenient or necessary.

Classroom Placement Policy:

We understand that class placement for your child(ren) is an important step in ensuring a successful school year. When we consider class placements each year, we take into account some important factors. First and foremost, we review with current teachers the learning styles of each child, friendships and who he or she works well with, in a class setting. We would like to ensure that each class reflects the broader kehillah of Olam as well as provide every child with a small local Chevra as well. We appreciate your request but do not guarantee that your child(ren) will be with all the children you request, due to the factors mentioned that must be taken into consideration.

Communication:

At Olam Jewish Montessori we believe that an education is a partnership between the parents and the school. We urge you, our parents, to communicate with us at the school frequently. The teachers are experienced and qualified educators, highly motivated and committed to excellence. We are devoted to open communication. The staff asks that parents communicate to them any unusual situations or changes at home, such as a sick family member, a parent going out-of-town or the imminent arrival of a sibling or grandparent. You can contact the Olam office or via email at the numbers listed in the handbook.

Our main office phone number: 949-537-3777

Our email: director@olamjewishmontessori.com

Our website: www.olamjewishmontessori.com

Teachers are available to discuss a child's progress or needs at any time. However, because of the teachers' responsibilities in the classroom, parents are asked to make an appointment for discussions that will require more than a few minutes. Periodic newsletters, or updates, will be emailed to the parents. Twice a year, progress reports will be completed by the teacher for each student and then discussed at parent-teacher conferences.

Dress Code and Supplies:

Children should wear washable and comfortable play clothes to school. Children should wear shoes that protect their feet. We discourage children from removing their shoes for safety reasons. **Boys are encouraged to wear kippot and tzitzit.** All clothing should be marked clearly with the child's name. An extra set of clothing (including shoes) should be brought at the beginning of the year and kept at the school. If your child is not potty trained yet, please make sure that you supply the school with a box of wipes and a bag of diapers marked with his or her name. Additional changes of clothing should be supplied for a child during toilet training. Please let your child's teacher know that you have started potty training your child as home. Communication is the key for your child's success.

Preschool Napping and Rest Time: (NEW COVID PROCEDURE)

For those children who take a daily nap, please bring a fitted bed sheet and blanket. We ask that you take home the sheet and blanket daily. For those children who do not nap we do have a rest time with mats for 30-50 minutes.

Emergency and Security Procedures:

Safety and emergency procedures have been developed by the school so that in the event of an emergency our staff will know what to do and parents will be aware of how the school is handling the situation. Please see the Emergency and Security Procedures document attached to this handbook for detailed guidelines.

At Olam Jewish Montessori, security, safety and well being of our children is a priority. While we hope that it will never be necessary to put any of our emergency plans into effect, it is our obligation to be as prepared as possible and to partner with you to provide as safe of an environment as possible for our children. Professionals train our staff in security, emergency, earthquake preparedness and response. Ultimately, we are all responsible for ensuring a safe place for our children. As parents and guardians, you can often sense when something is not right. Please do not be afraid to point out anything out of the ordinary to our staff.

We ask your cooperation to:

- Carry your swipe card to enter the Beth Jacob campus during school hours.
- Wait patiently outside the building in the morning until the staff unlocking the facility has thoroughly checked the building and the grounds.
- Make sure you walk your child into the building and sign your child into the class and out of the class every day.
- **Under no circumstances should you let someone you do not know into the parking lot or into the building.** All parents should use the buzzer to enter the school. Please do not come in without using the buzzer first. Please make sure you shut the gate door and front door after you enter to prevent anyone from coming in behind you unnoticed. Do not worry about not being polite. Notify our staff immediately.
- If there is someone trying to get into the parking lot or building that you do not know, or loitering near our facility, please let our staff know immediately. Whenever possible, please take note of the person's physical appearance, license plate numbers, color/make/model of their car.
- If anything looks like it is out of place, even a bottle, plastic bag or a lunch bag left outside unattended, please do not touch it and notify our staff immediately. Please keep your belongings with you at all times.
- Please obey directions from our security personnel and staff at all times.

(A) Communications During an Emergency

After a major widespread disaster, you may not be able to get to the school right away due to blocked roads or other hazards. Phone service may be down and you may not be able to contact someone else to pick up your child from school. Out-of-area phone service is more likely to be available, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information on other family members. Here are tips for creating an effective communications plan:

- Ask three or four people who are usually home during the day to be responsible for picking your child up from School if you will not be able to get to the Preschool immediately. These people should be listed on your child's emergency card.
- Make certain that you have the **CREW app so you will be notified from the school. Please do not use this app to post any announcements. The Director will post emergency information on this app.**
- Make certain that your designees know about the School's evacuation and student release procedures. Remind them that they will need to show ID in order for the child to be released.
- Make sure your designees and the School has your out-of-state contact's phone number. Ensure that the person who picks up the child knows to call your out-of-state contact to tell them that s/he has the child. If your child is not picked up within twelve (12) hours, the School will attempt to call your out-of-state contact to determine your status.

(B) Evacuation:

There may be circumstances when we need to evacuate the preschool facility. The children and staff will conduct evacuation, fire, emergency, and earthquake drills periodically during the year. Depending on the severity of the circumstance, we have two evacuation destination sites in the following priority:

1. Beth Jacob Congregation's Main Building – 3900 Michelson
2. Congregation Shir Ha-Maalot – 3652 Michelson

(C) Major Disaster - In case of a major disaster, do not call the school. Telephone lines may be needed for emergency communication.

Olam Jewish Montessori has established an out-of-state contact for post disaster information. After a major disaster local phone lines may be down. You may call **Ami Petter-Lipstein of the Jewish Montessori Society at (917) 494-3253 after an emergency to get updated information regarding the children, staff and their location.** Parents and designees MAY NOT pick up children until all students and staff are accounted for and the director approves the release of students. **NO EXCEPTIONS.**

Help us protect your child during a disaster, please be patient with the student release procedure.

(D) Student Release Procedures During an Emergency

Bring picture ID or your child will not be released to you.

- Parents should remain in their car. Please enter the school/evacuation destination through the main entrance.
- When you pull up, our staff will check your ID against the info we have on your child's emergency card, and, if you are listed, will alert your child's class that you are here to pick up your child.
- You will then pull forward into the safety lane, turn off your car and get out to properly fasten your child into their car seat.
- Once y
- our child is fastened securely, you may exit the campus.
- Students WILL NOT be released to an individual not listed on their Emergency Card unless the individual knows the Family Password. **NO EXCEPTIONS.**
- After you or a designee has picked up your child, remember to call the out-of-state contact as soon as the child is in a safe location.

Bring picture ID or your child will not be released to you.

(E) Emergency Contact Information

- **Ambulance 911**
- **Fire 911**
- **Irvine Police Department 911 or (949) 724-7000**
- **Office of Emergency Services (949) 724-7042**
- **Red Cross (714) 481-5300**
- **Child Protective Services (714) 940-1000**
- **Poison Control 1-800-876-4766**

Fire Drills:

Fire drills are conducted as prescribed by the regulations of the Fire Department. The signal for a fire drill is an extended ringing of the fire alarm. When the alarm sounds, all students must line up quickly and quietly. Students must follow the teacher's instruction to begin walking along the designated route from the classroom. Upon arriving at the designated waiting area outside the building a designated adult will take roll to make sure that all students are accounted for.



Kashrut/Lunch/Snacks:

Eating kosher food is an important part of Jewish observance. Only kosher dairy or kosher pareve food may be brought onto the school premises. Due to reasons of hygiene, possible allergies and the differing kashrut standards used by our families, children will not be allowed to share open lunches or snacks. Parents are responsible for sending a nutritious and ready to eat lunch with their child to school each day. Please do not send candy, soda and chocolate as part of the lunch package. Any food not eaten by your child at School will be sent home so you can be aware of what your child is not consuming. We will provide a healthy snack every morning and afternoon. **We are not a peanut free School, however, please do not bring any peanut products to School as a precaution to those children who have not received a note from their pediatrician.**

Licensing:

Olam Jewish Montessori of Beth Jacob is fully licensed by the State of California Department of Children Services. Parents must adhere to the regulations from the Licensing Bureau. Parents (or designated person as indicated on student paperwork) must sign in and sign out their child before leaving Preschool. All personnel meet the requirements for working in a Preschool. Background checks have been completed on all staff.

Medical Records Protocol & Illness and Accidents:

Olam Jewish Montessori strives to provide your child with a safe, clean and healthy environment. With this in mind, we ask that parents not bring their child to School if he or she has fever 100 degrees or higher, green nasal discharge, diarrhea, vomiting, skin rash, **head lice (see policy)**, eye redness with discharge, severe coughing, sore throat or any other physical symptom that would indicate contagious illness. Children who present with any of these symptoms will be immediately isolated from the rest of the class and the parents will be called to come pick them up as soon as possible. **A child should be symptom free for 24 hours before returning to School. (See Illness/Medication Policy)**

Illness/Medication Policy

DO NOT BRING YOUR CHILD TO SCHOOL IF HE/SHE IS:

1. Running a fever 100.4 or higher.
2. Throwing up.
3. Experiencing diarrhea.
4. Exhibiting an unexplained rash.
5. Appears ill in any way.
6. Has a pink eye/s with a discharge

SOME OF THE FOLLOWING REASONS THAT YOUR CHILD MUST BE TAKEN HOME IN THE MORNING PICK UP FROM SCHOOL WITHIN 30 MINUTES ARE:

During morning check in your child/parent had a temperature above 100.4

1. A fever of 100.4 degrees or during the school day.
2. Have had at least two bowel movements in a short period of time.
3. Throwing up.
4. An unexplained rash.
5. Appears ill in any way.
6. Has a pink eye/s with a discharge

A child sent home from school due to illness must stay home the following day. Re-admittance to school the next day is permitted if a doctor's note is presented in the office before the child enters their classroom. This note must accompany the child and contain the diagnosis as well as the date the child may return to school.

IF YOUR CHILD RETURNS TO SCHOOL WITH MEDICATION:

1. Please make sure you have a written note from the Dr. that includes: Permission for the school to administer each medication, time to administer, and dosage needed.
2. If the medicine is liquid, please send a metered spoon or dropper.
3. The name on the prescription bottle must match the child who is to take it. The medication must be the same as listed in the doctor's note.
4. Completely fill out the school's yellow authorization medication form, making sure you mark each day the medication needs to be taken. If it is prescribed for more than one week, simply fill out two forms.
5. Bring the medicine to the office first and hand it to a staff member. **Do not leave the medicine in your child's coat, pant/shirt pocket, backpack, lunch pail, school bag or cubby.**
6. To make transferring medication from home to school easier, ask the pharmacist to split the medication into two different plastic bottles. Bring one to school and leave one at home. The bottle brought to school must contain the child's name and date issued.
7. Any over the counter medicine must be written on the purple physician's report or in a note from the doctor. When the yellow authorization form is filled out, please fill in the exact time to give the medicine. The phrase, "as needed" requires the teachers to diagnose and we cannot do this. The only exception to this rule is any medication given for asthma.

Child's Name: _____ . I have read the illness/medication policy and agree to follow the above mention guidelines.

Signed _____

Date _____

Medical Records:

In order for the staff to administer medication to a child the parent/guardian is required to complete a Request for Medication form. Prescription medications must be in their original container and will be administered as instructed on the label. Documentation signed by a physician must be provided for any changes to the prescription. Any allergies, including those to food, must be indicated on the health form. The Preschool will work with the family to develop an appropriate strategy to avoid contact of the child with the allergen. A photo of the child will be posted in the classroom with a warning indicating the child’s specific allergies in order to alert all teachers and staff of this issue.

Medication Policies:

When it is necessary for your child to take medicine while at School, you will need to follow these guidelines set by the State:

- Only current prescription medication will be dispensed at School.
- Bring the medicine in its original container, clearly marked with your child’s name.
- Fill out and sign an **Administration of Medication/Authorization form**.
Clear times and dosage must be stipulated.
- Make sure to pick up the medication at the end of the day

Health and Safety: - Illness

As per California State Licensing, a daily health check will be conducted upon the child’s arrival to the Preschool to ensure that health-related guidelines are enforced. The staff is not authorized to diagnose or recommend treatment for illnesses. If any of these symptoms are apparent upon this brief screening, **YOU WILL BE ASKED TO TAKE YOUR CHILD HOME.**

If you leave before this screening is complete and your child is sick or if your child gets sick during the day, and has a fever **100.4 degrees Fahrenheit or above**, you will be asked to return from work to pick up your child. Parents will be notified by their child’s teacher via a phone call or text if their child is exhibiting symptom of being sick, and informed if their child is being sent home.

Sick children must be picked up within 30 minutes of receiving the phone call by a parent or another authorized person.

Child may return to school after being symptom free for 24 hours.

Illness Policy:

The School encourages safeguarding the health of young children and staff members by requesting parents to follow these guidelines when deciding if a child is well enough to attend School. Your child should not be brought to the School if one or more of the following symptoms are present:

- Fever above 100.4 degrees Fahrenheit
- Runny nose with yellow/green discharge

- Rash all rashes must have a doctor’s note stating that child is not contagious
- Red watery eyes (pink eye)
- Draining sores
- Communicable disease
- Head lice
- Vomiting
- Diarrhea or upset stomach

Sending home sick children

Please pick-up your child within 30 minutes.

Bringing children back

When you are called to come and pick up your sick child for any of the above symptoms, they may not return for 48 hours after all symptoms are gone.

Common sense applies to bringing your child back to the center after an illness.

- Chicken pox 7 days
- Pink eye or conjunctivitis..... Until the eye is no longer red and they have had prescribed eye medicine for at least 24 hours
- Respiratory illness Until fever is gone and child is on medication for 24 hours.
- Fever Until child is fever free for 24 hours.
- Vomiting With or without fever for 24 hours
- Head lice Nit free
- Rash, draining sores or communicable disease Only with doctor’s note

Contagious Diseases

Parents need to notify the Director or Staff immediately when the child contracts a contagious disease. We will notify you when we know that your child has been exposed at School. Parents must notify the School office immediately if your child comes down with a communicable disease.

Examples include but are not limited to:

- Hand, Foot and Mouth
- Head Lice
- Strep Throat
- Impetigo
- Chicken Pox

- Whooping Cough

If the School is not notified immediately, the health of the other children, staff and parents may be compromised.

Head Lice Policy

Olam Jewish Montessori maintains a stringent “no nit” policy meaning any child with nits will be sent home from School and will not be readmitted until all nits are gone from the child’s hair. A signed letter from a Lice Specialist that your child is clear from nits is required for your child to return to School. **For more information please review the American Academy of Pediatrics - Head Lice.pdf publication (pages 1-15).**

Physical Examinations

California State law requires that all children receive physical examination as a part of the admission process (Physician’s Report Form LIC701). Proof of immunizations (Yellow card or equivalent) must be on file at the time of enrollment. If immunizations are not up to date, the parents will be contacted to comply with the state requirements. Parents will also provide health history stating special needs of the child, allergies, and general health records (Child’s Preadmission health history – parents report Form LIC702)

CPR and First Aid

Staff members are all trained in CPR and in basic first aid. In the case of minor injuries the staff will administer first aid to the child. In the case of a more serious injury first aid will be administered and the parents will be contacted immediately to determine the course of action. If any illness or injury is life threatening, 911 will be contacted immediately, parents will be notified and a teacher or staff member will accompany the child to the hospital in the ambulance with all available health records. For dental emergencies the staff will contact the child’s dentist on file. Injury reports will be completed and given to the person picking up the child in the following cases: child has an injury that requires first aid, child has a head injury, or child has an accident requiring 911 support.

Hospitals

1. Kaiser Permanente - Irvine Medical Center - 6640 Alton Parkway, Irvine, (949) 932-5000
2. Irvine Hoag Hospital - 16200 Sand Canyon, Irvine (949) 517-3000
3. CHOC (Children’s Hospital of Orange County in the City of Orange) - 455 South
4. Main St., Orange (714) 997-3000

Parent Participation

We have many opportunities for parents to volunteer at Olam Jewish Montessori and we welcome parent involvement. Examples include sharing a favorite hobby or skill with the children, helping teachers with story time, helping to organize an event or assisting with administrative tasks in the office. Please arrange volunteer opportunities in advance with your child’s teacher or the School office.

Parent Teacher Organization

Parents acknowledge that a positive and constructive relationship between the parent and School is essential for the fulfilment of our educational purpose. The PTO coordinates opportunities for parent participation and facilitates social interaction among families. It plans a multitude of events over the year. The PTO is highly valued component of the Olam infrastructure. The PTO is run by parent volunteers who give generously of their time.

Olam Montessori Infant and Toddler program accepts children 3 months – 2 years. This is a fulltime program from 8:00 am – 6:00 pm. The program is 12 months. The Olam Preschool/Infant calendar is given to parents at the beginning of the year.

Olam Preschool Schedule 2020-2021:

Olam Montessori of Beth Jacob accepts children 2 – 6 years of age. **Child must be 2 by September 1st.** Children do not have to be potty trained and when the child is ready we will, in collaboration with the parents, assist with the process in a gentle manner.

1. Half-Day Program: Monday-Friday 8:30am-12:30
2. Full Day Program: Monday-Thursday 8:30am-2:30pm; on some events or holidays there will be early dismissal times which are indicated on the School calendar.
3. Five Full Day Plus Program: Monday-Friday 8:30am-6:00 pm except for Fridays and event or holidays (please refer to the School calendar for specific times and dates).

HOURS	Monday	Tuesday	Wednesday	Thursday	Friday (and eves of Jewish holidays)
Half Day Program	8:30 am - 12:30 pm	8:30 am - 12:30 pm	8:30 am – 12:30 pm	8:30 am - 12:30 pm	8:30 am - 12:30
Full Day Program	8:30 am - 2:30 pm	8:30 am - 2:30 pm	8:30 am - 2:30 pm	8:30 am - 2:30 pm	8:30am-3:30pm, 4:30, or 5:30 (depending on Shabbat and Holiday candle lighting times)
Full Day Plus	8:30-6:00 p.m.	8:30-6:00 p.m.	8:30-6:00 p.m.	8:30-6:00 p.m.	*Please refer to calendar for specific dates and times. <i>Please be advised that the School will be closed for major Jewish holidays including: Rosh Hashana, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Pesach and Shavuot. On the eve of these holidays there will be early dismissal. Please see School calendar for specific times and da</i>

**Olam Jewish Montessori Family and
Security Procedures Handbook
2020-2021
Acknowledgement Form**

Please sign and date this page and return to the Olam Jewish Montessori School office.

I have read the Family and Security Procedures Handbook and agree to abide by the rules and regulations found therein.

Name of Parent/Legal Guardian _____
Signature/Date _____

Name of Parent/Legal Guardian _____
Signature/Date _____

Signature/Date of Director: _____

Please Note:

Policies and security procedures may be updated by the School during the course of the year. The School will make an effort to keep you posted of such changes. Notifications may come via email, notes sent home with your child, or an Olam newsletter.

